

**STATE OF MONTANA JOB VACANCY  
AN EQUAL OPPORTUNITY EMPLOYER  
DEPARTMENT OF REVENUE  
“External Recruitment/Union”**

**Position Title:** Office Assistant (Property Valuation Specialist)  
**Position Number:** 58108209  
**Division:** Property Assessment Division  
**Bureau/Region:** 6  
**City:** Billings  
**Grade/Salary:** 9 / \$9.48 – \$11.42 Hourly DOQ or  
\*Training Assignment at 8 / \$8.71 - \$10.51 DOQ  
**Status:** Permanent/Full-time  
**Union:** Yes  
**Supplement:** No  
**Hiring Supervisor:** Sheri Dede  
**Closing Date:** October 6, 2006

**Special Information:** Must possess a valid Montana driver's license. Travel will be required as needed.

**Role Summary and Duties:** General taxpayer assistance. Serve as an initial contact for written and oral taxpayer inquiries, answer initial inquiries, and resolve customer issues and concerns. Maintain communications with customers, federal, state, tribal, and local government offices, and other areas within the department. Assist customers in completing AB26 forms. Provide assistance to customers for mobile home, personal property, and real property assessments. Assist customers in the completion, and then process PTAP, DAV, and 2EC forms. Enter property class codes, mill levies, and property values into county systems. Responsible for special move permits. Business Equipment Valuation System (BEVS) valuation. Initiate, prepare, conduct, and finalize basic desk audits on personal property reporting forms for accuracy, valuation, and compliance including estimated assessments and penalties when required by statute. Identify potential personal property audit candidates.

**Competencies:** Ability to function effectively within team setting is essential. Demonstrated skill and ability to maintain office equipment and resources; to work on multiple tasks; of word processing, spreadsheet, database and software applications/programs as pertains to role; to provide timely and effective written, oral and interpersonal communication; in conflict resolution techniques relative to the role; in analytical techniques relative to the role; research skill as pertains to role; to think creatively and recommend innovative solutions, proactively focusing efforts and energy on successfully attaining goals and objectives, assuming accountability for decisions, action and results and follow issues through to completion. Demonstrated knowledge of individual tax types and their relationships within the organization; knowledge and effective application of federal/state statutes, administrative rules and state policies and procedures as related to role; and department business processes and ability to apply that knowledge effectively.

**Education and Experience:** The above competencies are typically acquired through a combination of education and experience equivalent to high school graduation, two years of clerical experience including customer service, and six months of experience reviewing and completing forms related to taxation and basic bookkeeping tasks. Other combinations of education and experience will be evaluated on an individual basis.

**\*Training Assignment:** If applicants for this position do not meet the minimum qualifications, a training assignment may be used at one grade lower. The training assignment will typically be for one year or until the training assignment requirements have been met.

**Application Deadline:** All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources

Department of Revenue  
PO Box 1712  
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at <http://employmontana.com>. Phone: (406) 444-9858; Fax: (406) 444-6998.

**Accommodations:** The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

**Union:** These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

**Application and Selection Process:** Possession of required competencies may be measured through an evaluation of some or all of the following: education and experience, the Montana state application form and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at <http://employmontana.com>.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

**Background Check:** Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment. Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

**New Employee Probation Status:** For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

**Immigration Reform Control Act.** In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

**Montana Compliance with Military Selective Service Act.** In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not

required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.